



Metro Codes

E - News for Neighborhoods

Metropolitan Government of Nashville and Davidson County

METRO COUNCIL PASSES RENTAL INSPECTION BILL

On Tuesday, August 7, 2007, Metro Council passed an ordinance creating a Rental Inspection program. For years one of the challenges for Codes departments across the nation has been an inability to contact property owners, especially rental property owners. Most often the address of the owner is listed with the tax assessor's office as being the address of the rental property. When Codes tries to contact the owner concerning a violation; that notice often doesn't reach the owner and the violation goes uncorrected.

The Rental Inspection program establishes specific geographic areas based on a series of criteria. First, there must be a high percentage of rental units. The units have to be older properties, and the units must be deteriorated or in the process of deteriorating or subject to deterioration. The Metro Planning Commission used these criteria along with input from members of council to create the 14 rental inspection districts within Davidson County.

This fall Codes will mail out a notice to all property owners with property that lies within the rental inspection district. If that property is a residential rental unit, the owner is required to submit contact information to the Codes department. There is no fee to register for this program, but there is now a state bill which requires all owners of rental property in Davidson County to register with Codes (see the article on page 3 for more details). All rental properties within the district will be evaluated to determine their compliance with the Property Standards code. Properties are to be inspected annually, but those properties without violations will receive a 4-year inspection waiver. If on this initial inspection a property is found to be in violation, the owner will be required to make the necessary repairs. If these repairs are made in a timely manner, then the property will not be re-inspected for another 4 years so long as the condition of the property is kept up to standard.

If a property is found to be in violation and the owner has not registered the property with Codes that owner will first be required to register and the property must be brought into compliance. This property will also be re-inspected in 12 months from the date it is brought into compliance to ensure it stays in compliance.

Codes will implement the Rental Inspection program in stages, until all fourteen districts are in the program. Inspection districts have been identified in the following areas:

1. Urbandale – Nations
2. Sylvan Heights
3. Hadley Washington – Meharry
4. North Nashville – Buena Vista – Metrocenter
5. Napier – Trimble – Wedgwood / Houston
6. Airport – Murfreesboro Pike
7. Edgefield – Shelby Hills
8. Cleveland Park – McFerrin Park
9. Greenwood – Eastwood
10. Vanderbilt – 21st
11. Hermitage
12. South Madison
13. Madison Park
14. Edenwold



Zoning '101'

What Is A Change of Use Permit?

Many parts of the Metropolitan Code of Laws require that before the use of a property changes, a Use and Occupancy Permit must be obtained. Section 17.04.050 of the Metropolitan Zoning Code requires that "an application for a zoning permit must be filed with the Zoning Administrator prior to any person or entity commencing any construction or alteration of a structure or initiating a **Change in Use of the property**. No building permit shall be issued except on presentation of a valid zoning permit."



Zoning relegates land uses to specific zone districts. Zoning and other codes require that land uses meet specific requirements for a particular land use. It is

through the issuance of a use and occupancy permit that compliance with these requirements is met.

Failing to obtain a use and occupancy permit prior to occupying a location can result in unforeseen expense or the necessity to relocate from the site all together. A business license or any other permit from a regulatory agency **does not exempt** you from the requirement for a change of use permit.

Applications are computer generated by a zoning examiner in the permit division of the Codes Department. After the permit application is completed, you will be assigned an application number and provided a copy of a checklist outlining the approvals necessary to obtain your permit. Frequently, the approvals required outside the Codes Department can be obtained by phone.



The Zoning Examiner also functions as the applicant's customer service representative—answering questions, giving advice and generally guiding an applicant through the permit process.

Use and Occupancy (U & O) permits are issued as part of a construction permit whether they be construction permits for new buildings on vacant lots, additions, renovations, expansion of parking areas or simply changing the use of an entire parcel of land or part of a parcel of land, from one use to another (i.e. office to restaurant).

Every occupied parcel of land must have a designated use on the property (i.e. Burger King, designated as: restaurant). Many parcels will have multiple use designations (i.e. shopping centers, office buildings).

Change of Use Permit

- Continued -

- A. If a use on a parcel of land is changed but no construction or remodeling is involved, the applicant must obtain a U & O Permit.

In order to obtain a U & O Permit, the applicant must provide this department with the following information:

1. Area of the parcel acreage
 2. Square footage of all structures on this parcel of land (see parking survey)
 3. Tenant's name, type of business, and individual square footage of that tenant (see parking survey)
 4. Number of striped, identifiable, and functional spaces provided on site (see parking survey)
 5. Square footage of all vacant floor area (i.e. vacant tenant spaces)
- B. If parking lots or car lots are added, changed, expanded or altered in anyway by the applicant, a complete site plan is required.

The site plan must:

1. Be drawn to scale.
2. Identify all individual parking spaces
3. Identify all landscaping
4. Identify all structures
5. Identify all setbacks for all structures
6. Identify all driveways
7. Identify recorded easements

It is the responsibility of the applicant to provide all required information and contact all required departments on their checklist (tracking sheet) to ensure all requirements are met.



Residential Landlord Registration Act

The Tennessee State legislature passed a bill requiring all owners of residential rental property to register their property. The Department of Codes & Building Safety's Property Standards division will manage the program. The bill went into effect July 1, 2007. Metro is currently putting its plan into place to collect and maintain the information required by the bill.

The program requires the owners to submit information about their rental units. The bill requires owners to provide:

- Their full contact information – Name, physical address with contact telephone number (No PO Box)
- The number of units per property (duplex/triplex, etc.)
- Name and contact information for their manager or registered agent who can act on their behalf

This information will be maintained in a database and will only be used in the event there is a codes violation at the property which requires correction. Often times the contact information on file with the tax assessors office lists the property owner's address as that of the rental unit. That means any notices we send out may not reach the owner in a timely manner and could result in the owner being summoned to environmental court.

The state mandated a registration fee of \$10.00 per property. An owner who owns a duplex or triplex would only have to pay \$10.00 for that property; however, if a person owns more than one parcel, there would be a \$10.00 fee for each parcel of residential rental property, regardless of the number of units that building contains. The fee is paid annually. Owners of rental property should contact the Property Standards Office to register at 862-6590. We will send owners a rental unit registration form which they can complete and mail to our office with the registration fee. We will also post the registration form on-line on the Codes web site (www.nashville.gov/codes) .



September is National Campus Fire Safety Month!

As college students settle into their dorms or apartments, unpack and purchase textbooks, they should add another important item to the to-do list: fire safety. To help keep students safe during the school year, with the help of the Center for Campus Fire Safety and Underwriters Laboratories, the International Code Council offers safety recommendations:

When students first move in:

- Make sure the smoke alarms in the room, suite, apartment and floor are in place and working. If not, contact the resident assistant, landlord or install them.
- Arrange furniture and decorations so that all automatic fire sprinkler heads are clear. Do not hang anything from fire sprinklers.
- Keep furniture clear of windows and doors for quick exiting.
- Never prop stairway doors open. Keep hallways clear.
- Identify all emergency exits on your floor. In case of fire, elevators will not be in service.
- Find the fire extinguisher and check that the pressure level is good. In off-campus housing, if there is no extinguisher, buy one and keep it in the kitchen.
- Never overload electrical outlets. Do not staple, tape or nail extension cords or run them under carpeting. Use UL-listed electrical power strips and unplug appliances when not in use.



Throughout the school year:

- Never ignore a fire alarm; fires can spread quickly. Evacuate immediately even when there is no smoke present. Have an escape plan and know evacuation routes.
- Always identify two ways out of a building. The entrance may be blocked.
- If candles are allowed, store in appropriate containers and handle with care. Never place an open flame near curtains, posters or anything flammable. Keep candles away from fans, open windows or anywhere they can be knocked over. Never leave burning candles unattended.
- Do not use portable grills or camp stoves inside.
- When smoking, use an ashtray. After parties, check furniture cushions for smoldering cigarette butts.

**Keep Nashville Beautiful!
Metro Beautification Sign-Off Day
Saturday, September 22, 2007**

**Celebrations from 9:00 a.m. to 11:00 a.m. at all
Metro Convenience Centers**



**Join friends and neighbors and
clean up your road sides and neighborhoods!**

**Bring old campaign signs and celebrate a Cleaner Nashville at our
Sign-Off Day Rally!**

Convenience Center Locations

**Anderson Lane
939 Anderson Lane
Tues.—Sat: 8:30am—5:00pm**

**Omohundro
1029 Omohundro Place
Tues.—Sat: 8:30am—4:30pm**

**East Center
943A Doctor Richard G. Adams Drive
(Off Trinity Lane)
Mon. — Sat.: 7:30am — 5pm, Sun. Noon — 4pm**

Questions? 862-8814



VEHICLE REGISTRATION AND RENEWALS IN DAVIDSON COUNTY

By: Mary Baggett

This topic has come to my personal attention over the past couple of months while trying to guide my own daughter in this matter. Last year, being a new driver at 16, we didn't want her to have a brand new vehicle, mainly because my husband and I remembered being teenagers ourselves.

Oh, she tries to be careful, but she's still a teenager and most of us remember the times we used the teenagers' motto: "It wasn't my fault!" Well, we eventually did hear the motto (I think it just comes to us instinctively) and we had to have some work done on the car. Eventually the time came for her to have the Davidson County tags and registration renewed, and we told her about the emissions test. Being a teen, this was something she didn't even realize had to happen in order to get her tags. In the interest of her upcoming independence, we told her where the closest testing station was and what to do, and to her sad surprise, her car failed. Dealing with this catastrophe, we did what every parent tries to do and assure her that this is not the end of her life or the world as she knows it. After having more work done on the car and her "check engine" light finally going off, she took herself back down to the testing station and lo and behold, the third time was a charm.

This time comes at the end of every month for someone in the county to renew their vehicle tags and registration. Sometimes we all need a little guidance in what to do and where to go. Especially if you are new to the area or just new to driving at all.

This article is here to help deliver the information you will need to renew the license plate on your vehicle. We hope these instructions will save you valuable time and headaches and make the process a little easier on you than it was on my family! If you have any questions about license renewal, you can call the County Clerk's office at (615) 862-6251.

Registration Renewal -

Take your vehicle along with the renewal notice you received in the mail from the State of Tennessee Department of Revenue to one of the six official vehicle emissions inspection stations. Please be aware that if you have moved since your last renewal and not notified the Department of Revenue or Department of Safety, the renewal will NOT be forwarded to your new address. If you do not receive a renewal notice it will be the owner's responsibility to take either your title or a copy of your title from your lien holder.

If your car fails the emissions test, you may choose to have it repaired or adjusted. You may return to an inspection station for one free retest. The emissions are performed by a third party, SysTech International, a for profit corporation not affiliated with the County Clerk's office.



All vehicles must be tested except the following:

- A 1974 model or older vehicle
- Motorcycles
- Vehicles with a Gross Vehicle Weight Rating greater than 10,500 lbs.

After you have satisfied the emissions test requirement, you may renew by mail or in person. You'll save yourself time if you mail in your renewal. Their office will process your work and return it the same day they receive it.

To register by mail, send them the original inspection certificate (they cannot accept photocopies), your renewal notice, or a copy of your registration, and your check for the correct registration amount. If you did not receive a renewal notice in the mail, you will need your title to renew your license plates. If you have a lien on your vehicle a photocopy of your title from the lien holder should be adequate to renew. Please make your check payable to Davidson County Clerk. Make sure your check has your current TN Driver License number and daytime phone number printed or written on the check. Checks are accepted on Davidson County banks only.

To register in person, take all of the documents mentioned above to one of the [registration offices](#) or the Main Office at [523 Mainstream Drive in the Riverview Business Center II at Metro Center](#) - 8:00 a.m. to 4:30 p.m. (M-F)

Renewals are processed at all locations. All new issue [Specialty/Personalized License Plates](#) must be picked up at [523 Mainstream Drive in the Riverview Business Center II at Metro Center](#) or you may choose to renew your plate by mail.

Metro Beautification & Environment Commission

Metro Beautification will provide gloves, garbage bags and trash pick up for neighborhood cleanups. We invite you to schedule your group or club for an official Keep Nashville Beautiful cleanup. Contact us at 862-8418.

Because....Cleaning Up is
Everybody's Business!

Our newest Adopt-A-Street Group
Steel Horsemen Motor Cycle Club



Metro Beautification & Environment Commission

The Metropolitan Planning Department is a leader in enhancing the quality of life for Nashville's citizens. To accomplish its mission of promoting livability and quality growth, the department encourages citizen participation in the planning process, leads in articulating Metro's development policies through planning documents, and serves as an accessible source to citizens and the business community.

The Planning Department:

- ◆ Reviews rezoning and subdivisions requests and makes recommendations to the Planning Commission
- ◆ Develops and maintains sub area plans with community input
- ◆ Works with neighborhoods to create neighborhood plans
- ◆ Works with business groups to create small commercial area plans
- ◆ Creates neighborhood profiles & Researches various planning topics
- ◆ Monitors development, creates maps of the city, and
- ◆ Aids in the development of the city's Capital Improvements Budget and Program

Important contact numbers:

- ◆ General Information - 862-7150
- ◆ Community Plans (subarea, detailed neighborhood design plans) - 862-7156
- ◆ Information on Nashville Neighborhoods - 862-7156
- ◆ Property Mapping - 862-7177
- ◆ Rezoning applications, subdivisions, and Planned Unit Developments (PUDs) - 862-7190
- ◆ Transportation Planning - 862-7204
- ◆ Urban Design Overlays (UDOs) - 862-7176
- ◆ Zoning Questions (e.g. what does this zoning district mean to me?) or Street and Alley Closures - 862-7190



For additional Information visit the Planning Departments web site at www.nashville.org/mpc

Employee Highlights

Michael Lyons is a property Standards Inspector, and is a member of our Property Standards "Red Team" which is under the direct supervision of Ronnie Mitchell.



Mike has been employed with the Property Standards division of Codes & Building Safety since 2002. He currently holds certifications from the International Codes Council as a Residential Housing and Maintenance Inspector, Zoning inspector, Residential Building Inspector, Residential Plumbing and Mechanical Inspector.

Mr. Lyons holds an Associates degree in Electronic Engineering Technology. He also has had EMT training and specialized training in Haz-Mat operations. His EMT and Haz-Mat training was received while he was employed with the Metro Fire department from 1978 to 1988. He was also an inspector with MDHA as part of their Section 8 program.

His territory includes Antioch, Woodbine, Crieve Hall, and Brentwood (Davidson Co), and from Nolensville Road to the County line.

Mike brings many years of practical, real world experience to his duties in the Property Standards division. As a rental property owner, he is aware of the challenges faced by tenants and landlords and as a result, he makes a special effort to help all involved in his housing cases.

Mike has been married for 23 years to Salley, who is also a 22 year employee and trainer with the Metro Emergency Communications division. He and Salley have three children, and he is currently a softball coach at Moss Wright Park where he has the opportunity to coach youngest daughter who is an avid softball player.

Department of Codes and Building Safety

Metro Office Building
800 2nd Ave. South
Nashville, TN 37210
615-862-6590 / Fax 862-6593

Mayor - Bill Purcell

Director - Terry Cobb
Assistant Director - Bill Penn

Office Hours: Mon-Fri / 7:30-4:00

11th Annual Metro Codes Charities Golf Tournament

The 11th Annual Metro Codes Charity Golf Tournament will be held on October 6th at the Ted Rhodes Golf Course. This year will again be a 4 person scramble with teams made up on a blind-draw. The \$60 entry fee includes greens fee, cart, great lunch, & more prizes.

Registration begins at 7:30 a.m. with a Shotgun Start at 8:00 a.m. Various sponsorships will be available.

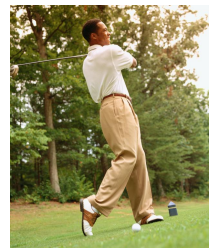
Last year's tournament, through the support of 128 golfers and 99 sponsors, resulted in a record \$20,000 being donated to three local charities through the Metro Employees Consolidated Charities Campaign (MECCC).

This year, all proceeds go to the Metro Employees Consolidated Charities Campaign for the benefit of the Easter Seals Camp on Old Hickory Lake, Miriam's Promise and Harris-Hillman School.

We look forward to this year's event and to surpassing last year's donations to the local charities. Call Jim Winchester at 262-2999 for information, registration or sponsorship opportunities. You may make your checks payable to F.A.M.C. and mail them to:

Mid - South Electric
C/O Jim Winchester
863 Granada Ave.
Nashville, TN 37206

Ted Rhodes Golf Course is situated on the banks of the Cumberland River in North Nashville. The course was originally called Cumberland Golf Course and was a nine-hole course. The first nine at Ted Rhodes was built in 1953. In May of 1992, the facility was redesigned and expanded from nine to eighteen holes. The links style course incorporates lakes and bunkers to provide a pleasurable round for each golfer. Fred Bryant manages the course as the General Manager.



PASS IT ON!



Pass the word about our newsletter! We would be honored if you would share our newsletter with your friends, family and co-workers. If anyone would like to sign up to receive it themselves, they just need to send us their email, and we will be happy to "Pass It On" to them.

Terry Cobb and **Bill Penn** welcome your feedback on our e-newsletter. Please send your comments to Bill Penn, Assistant Director, Property Standards Div., 862-6516



For information regarding accessibility, please contact Manley Biggers at (615) 862-6521 or fax (615) 862-6499. He can also be reached at manley.biggers@nashville.gov